

Senior Leadership Team – minutes

11 March 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies for absence were received from Jonathan Bamford, Steve Eckersley and Gill Bull.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

Chris Braithwaite provided updates on the outstanding actions since circulation of the agenda.

3. Updates from Executive Team meetings

Paul Arnold explained that a document setting out updates from recent ET meetings would be circulated following the meeting.

Actions

Chris Braithwaite to email the update from recent ET meetings to SLT. Due date: 25/3/19

4. SLT sponsoring – role, project boards, project methodology

Issue

SLT discussed the processes for reporting on progress with the regulatory priorities and transformation projects.

Decision

Regulatory priorities should be reported as a dashboard of progress; transformation programmes should be reported as change programmes.

Each regulatory priority and transformation project will provide a one-page progress update to the first SLT meeting each month. This

will state whether the work is on track, any major successes or issues, and any messages which should be shared with staff.

Each workstream will provide more detailed exception reports to SLT when there are significant challenges, achievements, or ways of working which may be beneficial for other workstreams.

Each programme should have a single entry on the ICO's risk register. This risk will be escalated accordingly where necessary. This may be an existing risk.

Actions

Chris Braithwaite to develop a one-page monthly update sheet for each SLT-sponsored workstream. Due date: 25/3/19

SLT sponsors to ensure that each workstream has an appropriate entry on the ICO risk register. Due date: 25/3/19

Issue

SLT discussed the potential cross-overs between workstreams for the regulatory priorities (engaging with similar stakeholders) and transformation projects (alignment between programmes).

Decision

Transformation project sponsors will work with Joanne Butler to ensure there is alignment between projects.

Regulatory priority sponsors will ensure that their colleagues are kept up to date on engagement with stakeholders. Sponsors will also ensure that MoU owners are kept up to date, to ensure that MoUs remain fit for purpose.

Actions

Andy White to lead on a questionnaire to be sent to all relevant staff to map out who should be involved in the boards for each regulatory priority (Ian Hulme and James Moss to assist). The questionnaire should be preceded by internal communications. Due date: TBC

Louise Byers to ensure that membership of the transformation project boards is reviewed to avoid unnecessary duplication of membership. Due date: 25/3/19

5. Regulatory priorities – initial status updates

SLT noted the initial status updates of the regulatory priorities.

6. Transformational change workstreams

SLT noted the initial status updates of the transformational change workstreams.

7. 2019/20 draft internal audit plan

Issue

SLT discussed whether there should be an audit of the impact of the ICO as a regulator.

Decision

SLT agreed that an audit of the ICO's impact as a regulator should be requested. Capacity can be created for this audit by reducing the days of other audits within the plan.

Actions

Louise Byers to request that Mazars add an audit of the ICO's impact as a regulator to the 2019/20 internal audit plan. *Due date: 25/3/19*

8. Legal services restructure

Issue

SLT discussed the proposed legal services restructure and in particular emphasised the value of the Practice Manager role. SLT discussed whether this role should be legally qualified.

Decision

SLT agreed that the role of the Practice Manager does not require legal qualifications, as their role was to ensure the smooth running of the Legal Services Directorates, not conduct legal work.

Actions

Andrew Hubert to provide the proposals to the recognised trade unions for consultation. *Due date: 25/3/19*

James Moss and Emma Bate to provide the proposals to the Legal Services Directorates. *Due date: 25/3/19*

9. SLT work programme

The SLT work programme was presented for information.

10. Any other business

Issue

James Dipple-Johnstone reported that Sarah Healey had been appointed as the new DCMS Permanent Secretary.

Issue

As discussed at the previous meeting, a member of SLT would record a video to present the key messages from the meeting to staff. This would take place after every SLT meeting.

Decision

Louise Byers to present key messages from this meeting to staff. The key messages were discussion of the delivery of regulatory priorities, coordination of the transformation programmes, and SLT support of the proposals for the Legal Services restructure.